



Kingsland Municipal Utility District

P.O. Box 748 Kingsland, Texas 78639

Phone (325) 388-4559 kmud-gm@nctv.com Fax (325) 388-5003

JOB DESCRIPTION

Approved by Board August 23, 2021

GENERAL MANAGER

SALARY GROUP 100

REQUIREMENTS: Prior experience in utilities management and should have a related degree.

FUNCTION: Manage the provisions for, billing and collection of District services. Designated by the Board of Directors to handle day-to-day affairs of the District and enforce policy as set forward by the Board of Directors. Advise the Board of Directors on the status of operations within the District. Supervise the day-to-day operations of the District's staff as needed. Versed in accounting procedures and able to direct staff on what is required to keep District fiscally fit. Accountable for the monthly financial reports. Prepare documents as needed for the auditing vendor.

DUTIES:

1. Reports to the Board of Directors and maintains complete communications with the Board.
2. Prepare reports for the monthly Board meetings. Prepare the Board packets and attend Board and Committee meetings.
3. Responsible for hiring and terminating of administrative, field, and maintenance personnel.
4. Assure performance evaluations on personnel in a timely manner.
5. Communicate with the O&M Manager daily on scheduling field and maintenance work, plant operations, regulatory testing and overall operations.
6. Responsible for working with the O&M manager, engineering, and any regulatory agency to keep KMUD'S permits current.
7. Strive for exemplary public image of District personnel, equipment, grounds and buildings.

8. With O&M manager and office staff prepare the annual budget and present to the Board.
9. Maintain a complete and accurate inventory.
10. As needed, meet with the District's attorney, engineer or vendors to conduct business for the District.
11. Maintain close relations with employees on work environment, safety, and morale.
12. Approve time sheets of personnel.
13. Responsible for meeting with potential customers including new construction, etc., and making recommendations to the Board.
14. Responsible for approving payment for all invoices.
15. Assure technical and operational adequacy of all District systems and provide monthly operational reports depicting performance.
16. Responsible for managing the mapping program for District's boundaries and maintaining same as land is annexed into the District.
17. Responsible for making recommendations to the Board for machinery, vehicles, and similar items involving plant operation and field maintenance.
18. Responsible for initiating and completing bidding process on all items requiring the bidding procedures.
19. Assure adequacy of design on new construction projects for KMUD and assure compliance with approved specifications when implemented.
20. Coordinate new policy recommendations and/or changes for the Board's consideration.
21. Any other duties as required.